



CITY OF URBANA POSITION DESCRIPTION

Class Title: Director of Finance
Department: Finance
Division: Finance

Date: 04/14/2025
Pay Grade Number: Director Employment Agreement
Union: Central Staff

GENERAL PURPOSE:

The Director of Finance is the chief fiscal officer of the City.

SUPERVISION RECEIVED:

The Mayor is the chief executive of the City and has the responsibility for the general supervision and direction of the administrative branch of the City government, which consists of the Department of Administration, Department of Finance, and the Department of Law, which are led by the respective Director of Administration, Director of Finance, and Director of Law. The Director of Finance is responsible to the Mayor for the supervision and operation of the Department of Finance. The three Directors serve at the pleasure of the Mayor.

SUPERVISION EXERCISED:

The Director of Finance exercises supervision over the Department of Finance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works in cooperation and collaboration with the Mayor, City Council, Council Clerk, Departments of Administration (including all Divisions), Department of Law, Champaign County Municipal Court, and other governmental, auditing, school, quasi-governmental, or public entities.
- Performs and ensures the Finance Department functions are performed in a professional, lawful, constructive, quality, and customer-friendly manner.
- Maintains effort to promote continuous improvement as an individual and as an organization. Promotes personal and professional development for himself/herself and the staff.
- Per Section 4.03 of the Urbana City Charter, perform the following on behalf of the City:
 - Collect all taxes, assessments and monies due.
 - Disburse funds as authorized.
 - Select depositories.
 - Maintain an efficient general accounting system.
 - Specify and supervise all departmental, divisional, agency or board accounting, including invoicing, receiving, and where appropriate, cost accounting systems.
 - Represent the City with other governmental fiscal agencies.
 - Invests available funds.
- Per Section 4.03 of the Urbana City Charter, perform the following:
 - Invest funds when available for investment, considering the need of the City to have funds available to meet its obligation as they come due (also per Chapter 133 of the Urbana City Code and within relevant state and federal regulations).
 - Report the current financial status of the City not less than quarterly to City Council, in a form Council may specify,
 - Provide Council financial information when requested and make a yearly report covering all accounts and obligations of the previous fiscal year.
 - Serve as fiscal advisor to the Mayor and the Council and provide cost account data when feasible and desirable.
 - Assist the Mayor in the preparation of the yearly budget, appropriation ordinances and statements of anticipated income, and accept any other duties assigned to him or her by the Mayor.

- Unless otherwise prescribed by the Mayor, ensure the appropriation documents are submitted to City Council and other appropriate entities in a timely manner per Article 6 of the Urbana City Charter.
- Supervise the collection of ambulance fees per Section 141.04 of the Urbana City Code.
- Participate and serve as the Clerk of the Board of Control (purchasing authority) per Section 4.06 of the Urbana City Charter and Chapter 145 of the Urbana City Code.
- Responsible for the collection and processing of Urbana's income tax per Chapter 173 of the Urbana City Code. Serves as, or delegates the duties of, the Income Tax Supervisor.
- Participates and serves as the Chairman of the Income Tax Board of Review per Section 173.12 of the Urbana City Code.
- Collect, issue, revoke, and document business licenses per Part Seven of the Urbana City Code (Business Regulation Code).
- Responsible for the collection of charges imposed under Chapters 931 and 939 (water and sewer services) and any other public utility collections.
- Perform financial duties for Oak Dale Cemetery as prescribed in Chapter 963 of the Urbana City Code.
- Performs any other duties as established by the Urbana City Charter, the Urbana City Code or as otherwise assigned by the Mayor.
- Manages and supervises the staff of the Department of Finance and the assigned operations to achieve goals within the available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the community.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Communicate effectively by phone, in-person, and by written correspondence.
- Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.
- Prepares and compiles financial reports, including the annual comprehensive financial report (CAFR).
- Oversees the central computerized financial information system of the City.
- Assists in budget preparation and execution.
- Oversees the posting and reconciliation of ledgers and accounts.
- Directs the preparation of State and Federal reports, including tax reports.
- Oversees accounts payable processing, payroll, benefits administration, and personnel budgeting.
- Ensures compliance with labor-related financial regulations and provides financial analysis to support compensation, staffing, and collective bargaining decisions.
- Monitors the financial impact of workers' compensation and employee-related liabilities.

PERIPHERAL DUTIES:

- Develops finance related ordinances and resolutions.
- Performs cost-of-service studies for utility rate considerations.

- May serve as Acting Director of Administration upon the absence of the Director of Administration.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduate of an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely-related field, and preferably five (5) years of progressively responsible municipal finance work. Master's degree and a CPA certification are preferred.

Necessary Knowledge, Skills and Abilities

- Demonstrated ability to work with all people in a constructive, productive, professional, quality and customer-friendly manner. Committed to maintaining a philosophy of continuous improvement, problem solving, personal and professional development, and public service.
- Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems.
- Ability to prepare and analyze complex financial reports and present in a user-friendly format; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective and collaborative working relationships with employees and city officials; ability to communicate effectively by phone, in-person, and by written correspondence.
- Ability to effectively use internet browsers (e.g., Chrome, Edge, Firefox) to access and operate web-based tools and platforms.
- Intermediate skills (or above) in Microsoft Windows, Microsoft Office Suite (includes Outlook, Word, Excel, PowerPoint); preferred abilities with relational databases and computer networking.

SPECIAL REQUIREMENTS

Must be bondable.

Attendance at evening City Council meetings or other assigned meetings are mandatory (unless excused by the Mayor).

The Director of Finance serves at the pleasure of the Mayor and may be removed by the Mayor without cause (Section 3.03 of the Urbana City Charter).

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

The Director of Finance is appointed by the Mayor, and is subject to confirmation by City Council.

Professional resume, rating of education and experience; oral interview(s); reference and background check; drug screen; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.